



Director of Food Services

Full-time Position

Hello! We are Centre Street Church, committed to making an impact on people's lives, our communities and in the world. How do we do that? By leading people to Jesus and helping them become fully devoted followers of Christ. That's the driving purpose behind everything we do.

Though we are a large church, at our core we are a network of small communities. These small communities function as extended families that support and challenge one another through discipleship. All of these communities networked together make us united as one large church that gathers weekly for worship over 9 services across 5 campuses.

We are looking for a **Director of Food Services** to join us on this exciting journey God has us on.

If you have a heart for using your skills and abilities to make a difference in people's lives, and are excited about how your experience can help us accomplish our mission of introducing people to Jesus and helping them become fully devoted followers of him, we would love to talk to you.

To provide strong Christian-based management skills and hospitality expertise in order to offer the very best in food service preparation, event planning, and customer service for various events and venues at CSC. Responsibilities include ensuring full compliance with all food safety requirements and codes. The candidate will be responsible for the profit and loss of all food operations.

Primary Duties and Responsibilities:

- Provide leadership in the fulfillment of food services and support for all our campus café's, catered events, church events, and other food service requirements in all CSC locations.
- Establish food and beverage costs, labour costs, menu preparation, etc., with the CSC operations management team. Update and review these objectives quarterly to ensure quality and excellence in food offerings and service to guests.
- Ensures good stewardship of the financial resources donated to food services and provides reports as necessary.
- Assist Food Services staff in the development of volunteers to support the food operations ministry.



- Review the performance of volunteers and staff on a regular basis to ensure all objectives are met.
- Provide feasibility studies and recommendations to enhance the food service offerings and maximize revenues.
- Partner with other CSC divisions to assist in identifying all programs, events, etc., requiring food service operations over and above daily core operations.
- Ability to manage, negotiate and purchase food inventories, equipment, and large-scale catering services by coordinating with the CSC operations management team.
- Plans and implements preventative maintenance schedule for food services equipment.
- Provide detailed financial accounting of food service operations with relevant financial reporting and feedback as required.
- Implement written policies and procedures reflecting necessary compliance with health and safety codes. Obtain/review all necessary licenses and permits to ensure compliance with industry standards.
- Responsible for ensuring all kitchen appliances are properly cleaned and maintained by staff. Arranges for servicing of appliances as required.
- Ensures that proper sanitation and health standards are adhered to by staff, volunteers, cleaning contractors and clients. Conducts regular inspections of storage, and food preparation.
- Maintaining and creating staff schedules, reviewing, and approving hours worked, and requests for time off.

Core Skills/Experience:

- Developing leaders, coaches and lead volunteers.
- Provide coaching and feedback through regular check-in meetings and performance reviews.
- Trains and mentors staff on service, compassion and working with CSC ministries.
- Management of operational budgets.
- Consistent evaluation, feedback and course correction across all campuses, collaborating with Campus Pastors, Executive Pastors etc.
- Compliance with Laws, By-laws, Executive Limitations, CSC Policies, and Best Practices.
- Management Reporting, keeps records of all meals prepared for licensing purposes
- Developing standard processes as One Church in Many Locations.
- Confirming and auditing compliance with Food Safety, HSE policies etc. across all campuses.



- Excellent communication skills.
- Exceptional organizational and time/self-management skills.
- Possess a strong curiosity to learn and ask crucial questions.
- Excellent interpersonal skills and ability to respectfully deal with conflict using the principles set out in Matthew 18.
- Flexible and adaptable.
- Ability and/or experience in working in a collaborative team environment.
- Ability to problem-solve/troubleshoot “on the fly”.
- Detail-oriented and able to complete tasks quickly and effectively.

Qualifications:

- Must possess 5 to 8 years of food service experience.
- Catering experience and event planning on a large scale are required.
- Preference is given to candidates with formal education in Hotel and Restaurant Management.
- Attitude of service and support, as well as known for being a strong Christian mentor and role model.
- Strong customer service and people skills are required.
- Excellent communication skills both written and verbal.
- Strong team-building skills are required to maximize team productivity and effectiveness.
- Spiritual gifts essential to the position must be evident including the gifts of Leadership and Administration.
- Proficient in the use of computer system applications such as Microsoft Office products.
- Understand, support and live out CSC's membership covenant and statement of faith.
- Be a model to others of what it means to be a fully devoted follower of Christ.
- Willingness to commit to and uphold CSC's Human Resources Policies, Code of Conduct, Confidentiality Agreement, Job Performance Expectations, Staff Values Based Behaviours, Lifestyle Agreement and Staff Expectations.

If you can check all the boxes above, we want to hear from you! Please apply by completing our [CSC Employment Application](#) and sending it along with your resume and cover letter to careers@cchurch.ca.